

SUMMARY NOTES

1. Call to Order/Roll Call

- Meeting called to order at 10:05 a.m. by Chairperson Tomalinas.
- Chairperson Tomalinas and Commissioner Punches are present.

2. There are no public comments.

3. Approve Summary Notes

Chairperson Tomalinas and Commissioner Punches unanimously approved February 21, 2002 summary notes as submitted.

4. Update on the Arts Enrichment Program

- Lisa Ramirez, consultant to the Commission, provides a status report. She indicates that she is developing a menu of the arts enrichment resources, implementation methods, strategies for collaboration, and marketing ways to make programs and services visible and accessible to children and their families.
- Ms. Ramirez will present a draft plan to the Program Development and Communications Committee in April.

5. Report on the Website

- Enit Nichani, CFFC staff, presents modifications to be made to the website making it more user friendly, including links to different sections, shortcuts to the home page, current events, and others. She states the State's information technology specialist, Anthony Sousa, will implement the changes at no additional cost to the Commission.

6. Update on Communications Plan

This agenda item is deferred to the next Committee meeting in April.

7. Discuss Educating Educators Forum

Commissioner Punches discusses the idea of having a forum to educate educators of the programs and services. Paula Lacey to follow up with Barbara Bernard.

8. Discuss Unsolicited Request Policy

- Paula Lacey, CFFC staff, presents a revised policy on unsolicited requests. She informs Committee members that the draft includes:
 - ❑ \$15,000 dollars max per application
 - ❑ \$50,000 dollars per year total allocation
 - ❑ Grants be limited to a one-time emergency and non-programmatic request
- On motion of Chairperson Tomalinas, seconded by Commissioner Punches, it is ordered that the Unsolicited Request Policy be approved and be forward to the full Commission.

9. Update on Childcare Facilities and Barter Loan Monitoring

- Ralph Oda, CFFC staff, provides an oral update on the Facility Enhancement Program.
- As of March 15, 2002, out of 203 totaled grants, CFFC staff conducted 162 site visits, of which were 140 were facility enhancement grants and 22 were barter loan grants. The 41 remaining site visits should be concluded by April 5, 2002.
- Of the 48 childcare slots created by the Barter Loan grants, 19 slots have been filled and 29 slots still available.
- CFFC staff will prepare a comprehensive report for the next Committee meeting in April.

10. There are no announcements.

11. Adjourn to the next regular meeting on Thursday, April 18, 2002 from 12 to 1p.m.

Program Development Committee
Summary Notes for March 21, 2002